

Description of the Process  
for  
Electronic Filing of Bankruptcy Claims Information  
in  
CM/ECF by Creditors



Attached are specifications describing processes for electronic filing of claims information in Bankruptcy Courts. You may email questions and comments to [Tom\\_Lane@ao.uscourts.gov](mailto:Tom_Lane@ao.uscourts.gov)

4/17/06      Appendix added: Court ID, & creditor ID

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## Overview

Large claims filers may apply for and be given limited access login and password to a bankruptcy court's CM/ECF system. They will be able to file claims in batches from 1 to 25 claims and receive electronic notice of electronic filing (NEF) for successful transactions and error messages for transactions that fail. The information requirements include XML data to support automatic docketing of claims information and PDF versions of the Forms (B10 Proof of Claim and the new B210 Transfer of Claim) and supporting documentation. One objective is to support an automated, labor saving process for both creditors and courts. Plans are for this capability to be phased in as bankruptcy courts upgrade to CM/ECF Release 3.0 in the February - April 2006 period.

### Claims Filing Scenario

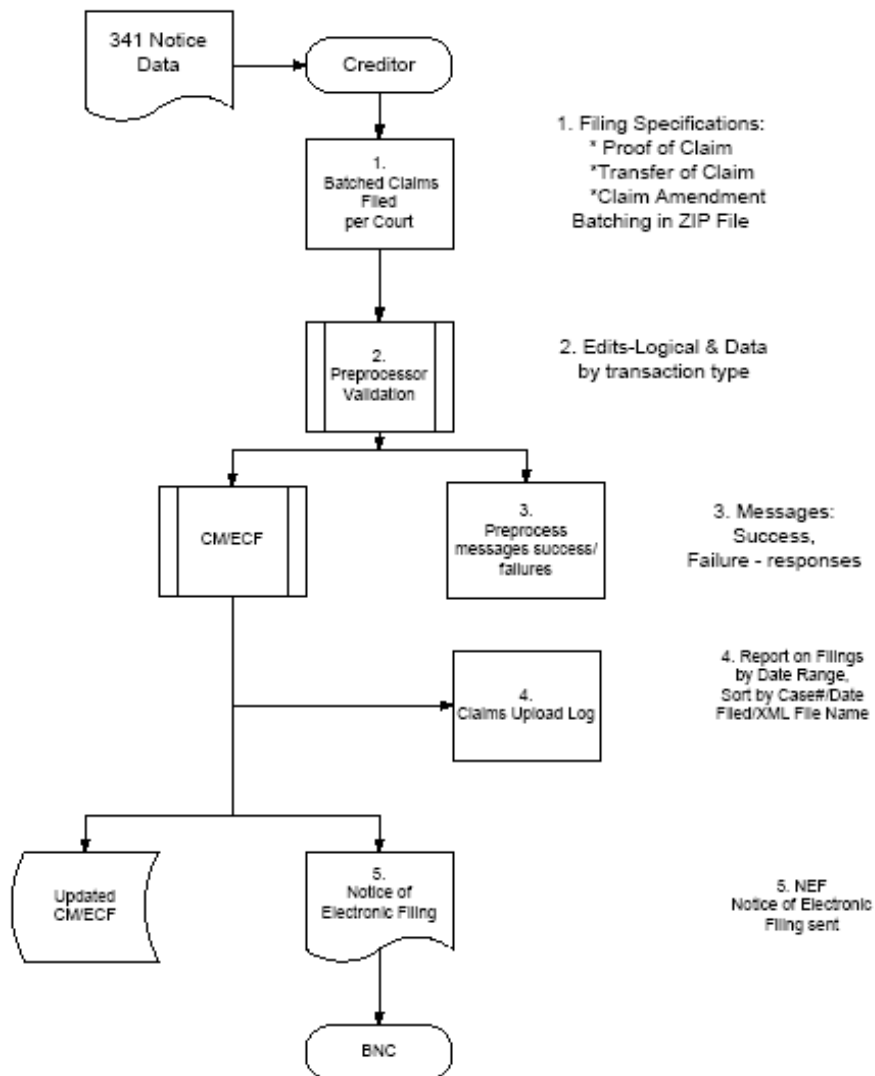
1. A claims filer (who is not an attorney already registered with CM/ECF) may obtain a limited access login and password from each court for the purpose of filing, amending or transferring claims information electronically.
2. The filer will log into CM/ECF and select Claims Upload from the menu. The filer will upload the batch by entering the name and location of the compressed file (zip) containing multiple claims transactions (XML) and documents (PDF). Documents will include PDF versions of the completed forms (Proof of Claim, Transfer of Claim) and supporting documentation in PDF. See Exhibit A for file and transaction specifications.
3. A pre-process validation of the XML and PDF files will take place on the court's CM/ECF server, checking for valid PDF and correct XML tags and usage, as well as correct case number, office, district, case type and user identification. A message indicating whether the entire file passed or failed the validation check will be displayed. Notice of transactions failing pre-processing will be sent to the filer.

Automatic docketing (ADI) of the claim information to CM/ECF will take place using the PDF claim form attached to the XML data. A confirmation report listing the case number, claim number, date filed, creditor id, action (success/fail), dollar amount and XML file name will be displayed. Optionally, the filer may elect to run the Claims Upload Report to list transactions for a time period.

4. A Notice of Electronic Filing will be produced for each claim filed as appropriate.

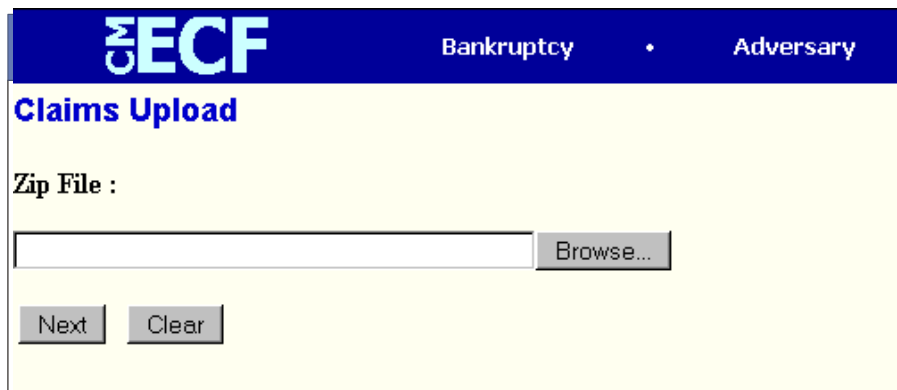
Sample XML claims files are attached. Note the file naming convention described on the last page of this document.

## Processing of Electronic Claims Information



## Claims Filing Process

- Step 1: The large claims filer has been granted access by the court and logged into the CM/ECF application and has access to the Bankruptcy/Claims Upload selection option.
- Step 2: The large claim filer will identify the .ZIP formatted file that will be submitted. The .ZIP file will contain the XML formatted claims information, and any PDF formatted document attachments required for the completion of the claim action.



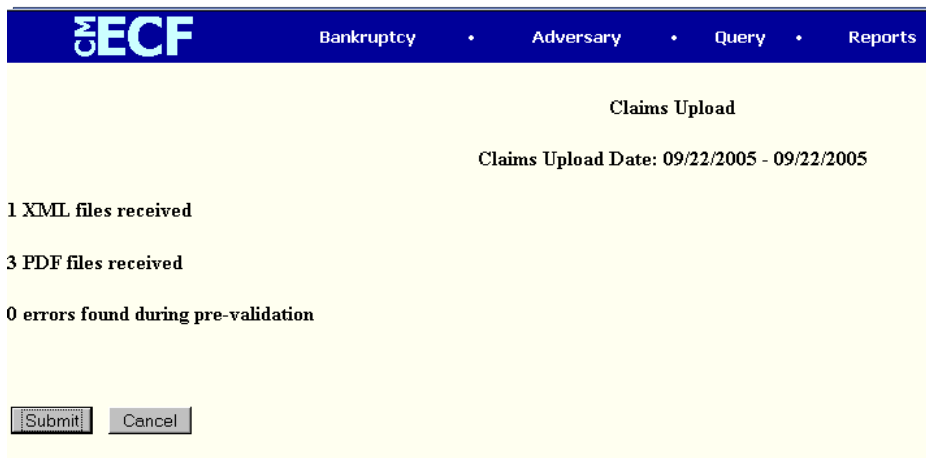
The screenshot shows the CM/ECF Claims Upload interface. At the top, there is a blue header bar with the CM/ECF logo on the left, and the text "Bankruptcy" and "Adversary" on the right, separated by a dot. Below the header, the title "Claims Upload" is displayed in blue. The main area has a light yellow background. It contains the label "Zip File :" followed by a text input field and a "Browse..." button. At the bottom of the form, there are two buttons: "Next" and "Clear".

Step 3: A preliminary validation will take place, as follows:

Validation Area	Description
XML Schema	A symbol or character can be included by specifying its symbolic representation (e.g., “&cent;” for the cent sign).. See <u>“Symbols and Special Characters”</u> for the list.
Symbols and Special Characters	Check for the existence of “&”, “~”, “*”, “ ”, “;”, “^ “and “\” in the file name.
<userName>	Validated against name associated with logged-in user. The entry must match the users table. Used to identify the creator of the claim record.
Case Number	Check each XML file for valid case number designation and format (yy-nnnnn)for the office and casetype.
District	Check each XML file for valid district code and format (nnnn). (Use CourtID entry in Site table) See Appendix for codes.
Office	Check each XML file for valid divisional office designation and format (n) for the case number and casetype See Appendix for codes.
Casetype	Check each XML file for valid casetype and format (value=“bk”) for the entered case number, office, and District.
*****	Check the XML file first for validation. If XML file is bad, the XML file and PDF(s) are deleted.
Existence of PDF’s	Verify that all pdf files identified in each XML file are present. If one or more of the identified PDF files are bad( fail PDFCheck), then the PDF(s) and the related XML file are discarded.
PDF File Size	Check PDF file(s) for a PDF file size limit – value is set on a per court basis. Default is 2.5MB.
*****	Check the XML file for the existence of a document "claimAttachDoc" claim function whenever the "transferClaim" claim function is used.

## User Reports

Large claims filers will receive an on-screen, pre-process validation summary prior to file processing by CM/ECF. The summary will list the number of files received, the number of PDF files received, and provide a list of the files where validation errors were found with an error description for each file.



The screenshot shows a web interface for the CM/ECF system. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, and Reports. The main content area has a yellow background and is titled "Claims Upload". Below the title, it shows the "Claims Upload Date: 09/22/2005 - 09/22/2005". The summary lists "1 XML files received", "3 PDF files received", and "0 errors found during pre-validation". At the bottom of the summary are two buttons: "Submit" and "Cancel".

Claims Upload	
Claims Upload Date: 09/22/2005 - 09/22/2005	
1 XML files received	
3 PDF files received	
0 errors found during pre-validation	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Step 4: If the filer chooses to continue with the upload, a confirmation report will be displayed in the browser which will list the completed status of the CM/ECF filing. The report will display, for successful uploads, the case number, date filed, XML file, action (success/fail), office, claim number, dollar amount, and creditor number. The report will display for unsuccessful uploads the case number, XML file, error, office, and date filed.

If the filer chooses to continue with the upload and does not choose to wait for the upload to complete, The filer will receive an email notification that the upload has completed with a link to the Claims Upload Log.

## Claims Upload Log

The Claims Upload Log, which will also be available from the CMECF utilities menu, allows the user the ability to create a listing of his/her claim upload activities based on the following user-supplied information: Start Date, End Date, Sort By - Case Number or Date Filed or XML File Name.

**CMECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Claims Upload Log

Report Period: 12/01/2005 - 12/01/2005

Sorted By: Case Number

2 Transactions Processed

2 Successful Claim Action(s)

Case	Date Filed	XML File	Action	Notes
<a href="#">04-44444</a>	12/01/2005	04-44444_bk_4_1111_20050801_0748.xml	Add Creditor	Office: 4 Claim No: 0 Amount: 0.00 Creditor #: 106606030
<a href="#">04-44444</a>	12/01/2005	04-44444_bk_4_1111_20050801_0748.xml	Add Claim	Office: 4 Claim No: 14 Amount: 4000.00 Creditor #: 0

**CMECF** Bankruptcy • Adversary •

Claims Upload Log

Start Date  End Date  Sort by

The Claims Upload Log will display the reporting dates and the sort option selected by the user. The total number of transactions processed for the reporting period will display. The log will display for successful uploads a total for the number of successful claim actions. Within each



successful claim action, the log will display the case number, date filed, XML file name, action (i.e. claim filed), office, claim number, amount, and creditor number. The log will display for unsuccessful uploads a total for the errors which resulted in no update to the database. Within each unsuccessful claim action, the log will display the case number, the XML file name, the error, the office, and the date filed.

<div> <div>ECF</div> <div> Bankruptcy • Adversary • Query • Reports • Utilities • Logout <div>?</div> </div> </div>				
<div> <div>Claims Upload Log</div> <div>Report Period: 12/01/2005 -</div> <div>Sorted By: Case Number</div> </div>				
2 Transactions Processed				
2 Successful Claim Action(s)				
Case	Date Filed	XML File	Action	Notes
<a href="#">04-44444</a>	12/01/2005	04-44444_bk_4_1111_20051201_0915.xml	Add Creditor	Office: 4 Claim No: 0 Amount: 0.00 Creditor #: 106606029
<a href="#">04-44444</a>	12/01/2005	04-44444_bk_4_1111_20051201_0915.xml	Add Claim	Office: 4 Claim No: 13 Amount: 2500.00 Creditor #: 0
Submitted files failing pre-validation				
XML File		Error	Notes	
Date Filed: 12/01/2005				
04-44445_bk_4_1111_20051201_0920.xml		Found unexpected <claimedUnsecured> inside <claimedUnsecured> This is not a valid child element-etc	Date Filed: 12/01/2005	
04-44445_bk_4_1111_20051201_0920.xml		Found unexpected <claimedUnsecured> inside <claimedUnsecured> This is not a valid child element-etc	Date Filed: 12/01/2005	

# Large Claims Filer -- CM/ECF Claims Upload Log

**CM/ECF** Bankruptcy . Adversary . Query . Reports

**Utilities**

**Your Account**  
[Change Your PACER Account](#)

**Miscellaneous**  
[Claims Upload Log](#)

**CM/ECF** Bankruptcy . Adversary . Query . Reports

**Claims Upload Log**

Start Date  End Date  Sort By: **Case Number**

**Run Report** **Clear**

Date Filed  
XML File Name

CM/ECF Bankruptcy . Adversary . Query . Reports				
Claims Upload Log				
Report Period: 02/10/2004 - 02/15/2005				
Sorted By: Case Number				
3 Transactions Processed				
1 Successful Claim Action(s)				
Case	Date Filed	XML File	Action	Notes
<a href="#">1:04-bk-10223</a>	11/09/2004	04-10223_bk_1_2369_20041109_093522.xml	Claim Filed	Office: 1 Claim No: 38 Amount: 100.00 Creditor #: 5896235
2 Error(s) - No Update				
Case	XML File	Error	Notes	
<a href="#">1:04-bk-33226</a>	04-33226_bk_1_2369_20041109_093523.xml	Unable to add creditor	Office: 1 Date Filed: 11/09/2004	
<a href="#">1:04-bk-33226</a>	04-33226_bk_1_2369_20041109_093529.xml	Unable to add creditor	Office: 1 Date Filed: 11/09/2004	

## Exhibit A File & Transaction Specifications

All claims-specific XML files should have the following tags.

TAG NAME	FORMAT/ LENGTH	REQ	DESCRIPTION
<b>&lt;claim&gt;</b> <Claim caseNumber="04-10023" district="2369" office="1" caseType="bk">		Req	Encloses the case number, district, office and case type attributes
caseNumber	YY-#####	Req	Consists of the year and the case number Eg: caseNumber="04-12345"
district	char(4)	Req	Entry must match the court's district code.
office	char(1) - A-Za-z0-9	Req	The divisional office where the case is filed
caseType	char(2)	Req	Type of case (i.e. "bk")
<userName>	char(255)	Req	Identifies the creator of the claim record. User names will be assigned when filers are given access permissions.
<b>&lt;courtFiling&gt;</b>		<b>Req</b>	<b>Encloses/groups the associated claimFunction tags.</b>

## Claim Functions

The claims functions describe the type of filing to CM/ECF and include adding or amending a claim, transferring a claim, and attaching claim PDF documents. Some courts may permit creditors to be added.

The claimFunction tag contains information for a claims-specific entry. All items underneath the claimsFunction tag are passed in as a parameter. The name attribute of the claimsFunction tag is used to determine which function to call.

For Claim Functions
<i>There is no length requirement, but the entry must be one of the &lt;claimFunction name=""&gt; entries describing the claim function that is to be used.</i>
The entries that may be entered for <claimFunction Name> are as follows (look below for details):  <claimFunction name ="addClaim"> <claimFunction name ="transferClaim"> <claimFunction name ="addCreditor"> <claimFunction name ="claimAttachDoc">

### Add or Amend Claim

For adding or amending claims, if the creditor information is already present in the CM/ECF database, this information need not be included in the XML file. If the creditor **is not in the CM/ECF database**, creditor information must be included in the XML file and must be processed using the 'addCreditor' claimsFunction. The creditor table is updated before claims processing. Upon completion of the addCreditor claimsFunction, the claims information and any document attachments included in the XML file are added to the claims table and the document table, respectively.

<claimFunction name ="addClaim">			
<amends>	integer	Opt*	Claim number that this claim amends. *Required if amending a claim
<claimFiledBy>	char(2)	Opt	Claim filed by: CR/AT/TR Creditor/Attorney/transferor.

<creditorId>	integer	Opt*	Identifies the creditor. See Appendix. *Required if amending a claim
<claimedUnsecured>	decimal(12,2)	Opt	Unsecured amount claimed by filer.
<claimedSecured>	decimal(12,2)	Opt	Secured amount claimed by filer.
<claimedPriority>	decimal(12,2)	Opt	Priority amount claimed by filer.
<claimedUnknown>	decimal(12,2)	Opt	Unspecified amount claimed by filer.
<claimDescription>	char(255)	Opt	Brief description of claim.
<claimRemarks>	char(255)	Opt	Notes on claims.

### Transfer Claims

XML file contains transferee (TO), transferor (FROM), and claim number information, with the B210 Notice of Transfer of Claim, and supporting documentation.

<claimFunction name ="transferClaim">			
<transferType>	Char (10)	Opt	Identifies the transfer type
<b>&lt;transfereeInformation&gt;</b> <transfereeInformation> <transferee creditorId ="3334333333" creditorFullName ="Rye Ray Stone Crafters" creditorAddress1="23 West Lake Parkway" creditorAddress2 = "Brookshire, NH 34056"> </transferee> </transfereeInformation>		<b>Req</b>	<b>Encloses the creditorId, creditorFullName, creditorAddress1, creditorAddress2, creditorAddress3, creditorAddress4, creditorAddress5 tags of the transferee.</b>
<creditorId>	integer	Opt	Identifies the creditor. If the creditor name and address tags are not present, then this field is required.
<creditorFullName>	char(50)	Opt	Identifies the full name of the transferee creditor. This field is required if the creditor is not present in the creditor table.

<creditorAddress1>	char(40)	Opt	Creditor address line 1. If the creditor id is present, address is not required. If the creditor id is not present, a new creditor will be added.
<creditorAddress2>	char(40)	Opt	Creditor address line 2.
<creditorAddress3>	char(40)	Opt	Creditor address line 3.
<creditorAddress4>	char(40)	Opt	Creditor address line 4.
<creditorAddress5>	char(40)	Opt	Creditor address line 5.
<transferorInformation> <transferorInformation> <transferor creditorId ="101010210" claimno="12"> </transferor> <transferorInformation> creditorId ="201040215" claimno="10"> </transferor> </transferInformation>		Req	Encloses the creditorId, claimNo, tags of the transferor.
<creditorId>	integer	Opt	Identifies the creditor by creditorId number. See Appendix. If specified, this creditor id has to be associated with this case number and claim number.
<claimNo>		Req	The claim number being transferred

**Add Creditors-** permission to do this is court-specific

<claimFunction name ="addCreditor">			
<creditorFullName>	char(50)	Req	Full name of the creditor
<creditorAddress1>	char(40)	Opt	If the creditor id is present, address is not required. If the creditor id is not present, a new creditor will be added. In such a case, at least one line of address is required.

<creditorAddress2>	char(40)	Opt	If the creditor id is present, address is not required.
<creditorAddress3>	char(40)	Opt	If the creditor id is present, address is not required.
<creditorAddress4>	char(40)	Opt	If the creditor id is present, address is not required.
<creditorAddress5>	char(40)	Opt	If the creditor id is present, address is not required.

**Attach Claim Documents (PDF Files)** Required to file, amend or transfer a claim.

<claimFunction name ="claimAttachDoc">			
<pdfDocument>	A50	Req	Name of the pdf document. This would be the Proof of Claim (B10), Notice of Transfer of Claim (B210) or supporting documentation. This name should be unique and related to the XML file name. See File Naming Convention section (last page ) for additional guidance.
<description>	A80	Req	Description of the attachment. The Forms document (B10 or B210) should have a description of “ <b>Main Document</b> ”. Any attachments with supporting documentation should have a description followed by free text. (I.e. Appendix <i>text description</i> )

## **B10 Proof of Claim Form**

The official form and instructions may be found at:

[http://www.uscourts.gov/rules/Revised\\_Rules\\_and\\_Forms/BK\\_Form\\_B10.pdf](http://www.uscourts.gov/rules/Revised_Rules_and_Forms/BK_Form_B10.pdf)

## **B210 Transfer of Claim Form**

The new form and instructions may be found at:

<http://www.uscourts.gov/bkforms/official/b210.pdf>  
<http://www.uscourts.gov/bkforms/official/b210-inst.pdf>

### XML Example – File a claim and add a new Creditor

```
<claim caseNumber="01-12345" district="1111" office="1" caseType="bk">
  <userName>jonesr</userName>
  <courtFiling>
    <claimFunction name="addClaim">
      <claimedUnsecured>3000.00</claimedUnsecured>
      <claimedSecured>1000.00</claimedSecured>
      <claimDescription>Claim Filed</claimDescription>
      <claimRemarks>Remarks Added</claimRemarks>
    </claimFunction>
    <claimFunction name="claimAttachDoc">
      <pdfDocument>01-12345_bk_1_1111_20050801_0748.pdf</pdfDocument>
      <description>Main Document</description>
    </claimFunction>
    <claimFunction name="addCreditor">
      <creditorFullName>Jan Carson</creditorFullName>
      <creditorAddress1>Southby Florists</creditorAddress1>
      <creditorAddress2>342 East Lexington Boulevard</creditorAddress2>
      <creditorAddress3>Granville, MS 69504</creditorAddress3>
    </claimFunction>
  </courtFiling>
</claim>
```



### Example – Add Multiple Claims with Documents

```
<claim caseNumber="04-12345" district="2369" office="1" caseType="bk">
  <userName>jonesr</userName>
<courtFiling>
  <claimFunction name="addClaim">
    <claimFiledBy>CR</claimFiledBy>
    <creditorId>12345656</creditorId>
    <claimedSecured>0.00</claimedSecured>
    <claimDescription>description of the claim</claimDescription>
    <claimRemarks>notes on a claim</claimRemarks>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0700.pdf</pdfDocument>
    <description>Main document</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0701.pdf</pdfDocument>
    <description>document Attachment 1</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0702.pdf</pdfDocument>
    <description>document Attachment 2</description>
  </claimFunction>
</courtFiling>
<courtFiling>
  <claimFunction name="addClaim">
    <claimFiledBy>CR</claimFiledBy>
    <claimedSecured>0.00</claimedSecured>
    <claimDescription>description of the claim</claimDescription>
    <claimRemarks>notes on a claim</claimRemarks>
  </claimFunction>
  <claimFunction name="addCreditor">
    <creditorFullName>Sears & Roebuck Collections</creditorFullName>
    <creditorAddress1>123 Main Street</creditorAddress1>
    <creditorAddress2>Cleveland, OH 12345</creditorAddress2>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0600.pdf</pdfDocument>
    <description>Main document</description>
  </claimFunction>
</courtFiling>
</claim>
```

### Example – Transfer a Claim with Documents

```

<claim caseNumber="04-12345" district="2369" office="1" caseType="bk">
  <userName>jonesr</userName>
  <courtFiling>
    <claimFunction name="transferClaim">
      <transfereeInformation>
        <transferee creditorFullName="Charles Mako" creditorAddress1="13 Park Street"
creditorAddress2="Lexington, KY 12345">
          </transferee>
        </transfereeInformation>
        <transferorInformation>
          <transferor creditorId="494949439" claimNo="4">
            </transferor>
          </transferorInformation>
          <transferorInformation>
            <transferor creditorId="494949440" claimNo="5">
              </transferor>
            </transferorInformation>
            <transferorInformation>
              <transferor creditorId="494949441" claimNo="6">
                </transferor>
              </transferorInformation>
            </claimFunction>
            <claimFunction name="claimAttachDoc">
              <pdfDocument>01-12345_bk_1_1111_20050801_0500.pdf</pdfDocument>
              <description>Main document</description>
            </claimFunction>
            <claimFunction name="claimAttachDoc">
              <pdfDocument>01-12345_bk_1_1111_20050801_0501.pdf</pdfDocument>
              <description>document Attachment 1</description>
            </claimFunction>
            <claimFunction name="claimAttachDoc">
              <pdfDocument>01-12345_bk_1_1111_20050801_0502.pdf</pdfDocument>
              <description>document Attachment 2</description>
            </claimFunction>
          </courtFiling>
        </claim>

```

### Example – Amend a Claim with Documents

```
<claim caseNumber="04-12345" district="2369" office="1" caseType="bk">
  <userName>jonesr</userName>
<courtFiling>
  <claimFunction name="addClaim">
    <amends>33</amends>
    <claimFiledBy>CR</claimFiledBy>
    <creditorId>2839485</creditorId>
    <claimedSecured>0.00</claimedSecured>
    <claimDescription>description of the claim</claimDescription>
    <claimRemarks>notes on a claim</claimRemarks>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0300.pdf</pdfDocument>
    <description>copy of the original document</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0501.pdf</pdfDocument>
    <description>document Attachment 1</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0502.pdf</pdfDocument>
    <description>document Attachment 2</description>
  </claimFunction>
</courtFiling>
</claim>
```

## File Naming Convention

File names must be unique so that they will not be over-written. All XML files must be unique. Because the PDF files are deleted after each individual XML file is executed, the PDF file names must be unique to each XML file (CASENUM + CASETYPE + OFFICE + DISTRICT + date time stamp)

The recommended format is:

CASENUM\_CASETYPE\_OFFICE\_DISTRICT\_DATETIME.XML

Examples:

04-10223\_bk\_1\_23699\_20040401\_093522.xml

03-12388\_bk\_1\_23699\_20040401\_123245.pdf

## **Appendix**

**Court District Codes (ID)**  
**Creditor ID**

## Federal Judiciary District Codes

<b>District Code (Court ID)</b>	<b>Acronym (CDS07)</b>	<b>District Name</b>
1127	ALM	ALABAMA MIDDLE
1126	ALN	ALABAMA NORTHERN
1128	ALS	ALABAMA SOUTHERN
097-	AK	ALASKA
0970	AZ	ARIZONA
0860	ARE	ARKANSAS EASTERN
0861	ARW	ARKANSAS WESTERN
0973	CAC	CALIFORNIA CENTRAL
0972	CAE	CALIFORNIA EASTERN
0971	CAN	CALIFORNIA NORTHERN
0974	CAS	CALIFORNIA SOUTHERN
1082	CO	COLORADO
0205	CT	CONNECTICUT
0311	DE	DELAWARE
0090	DC	DISTRICT OF COLUMBIA
113A	FLM	FLORIDA MIDDLE
1129	FLN	FLORIDA NORTHERN
113C	FLS	FLORIDA SOUTHERN
113G	GAM	GEORGIA MIDDLE
113E	GAN	GEORGIA NORTHERN
113J	GAS	GEORGIA SOUTHERN
0993	GUAM	GUAM
0975	HI	HAWAII
0976	ID	IDAHO
0753	ILC	ILLINOIS CENTRAL

0752	ILN	ILLINOIS NORTHERN
0754	ILS	ILLINOIS SOUTHERN
0755	INN	INDIANA NORTHERN
0756	INS	INDIANA SOUTHERN
0862	IAN	IOWA NORTHERN
0863	IAS	IOWA SOUTHERN
1083	KS	KANSAS
0643	KYE	KENTUCKY EASTERN
0644	KYW	KENTUCKY WESTERN
053L	LAE	LOUISIANA EASTERN
053N	LAM	LOUISIANA MIDDLE
0536	LAW	LOUISIANA WESTERN
0100	ME	MAINE
0416	MD	MARYLAND
0101	MA	MASSACHUSETTS
0645	MIE	MICHIGAN EASTERN
0646	MIW	MICHIGAN WESTERN
0864	MN	MINNESOTA
0537	MSN	MISSISSIPPI NORTHERN
0538	MSS	MISSISSIPPI SOUTHERN
0865	MOE	MISSOURI EASTERN
0866	MOW	MISSOURI WESTERN
0977	MT	MONTANA
0867	NE	NEBRASKA
0978	NV	NEVADA
0102	NH	NEW HAMPSHIRE
0312	NJ	NEW JERSEY
1084	NM	NEW MEXICO
0207	NYE	NEW YORK EASTERN
0206	NYN	NEW YORK NORTHERN

0208	NYS	NEW YORK SOUTHERN
0209	NYW	NEW YORK WESTERN
0417	NCE	NORTH CAROLINA EASTERN
0418	NCM	NORTH CAROLINA MIDDLE
0419	NCW	NORTH CAROLINA WESTERN
0868	ND	NORTH DAKOTA
0994	NMI	NORTHERN MARIANAS
0647	OHN	OHIO NORTHERN
0648	OHS	OHIO SOUTHERN
1086	OKE	OKLAHOMA EASTERN
1085	OKN	OKLAHOMA NORTHERN
1087	OKW	OKLAHOMA WESTERN
0979	OR	OREGON
0313	PAE	PENNSYLVANIA EASTERN
0314	PAM	PENNSYLVANIA MIDDLE
0315	PAW	PENNSYLVANIA WESTERN
0104	PR	PUERTO RICO
0103	RI	RHODE ISLAND
0420	SC	SOUTH CAROLINA
0869	SD	SOUTH DAKOTA
0649	TNE	TENNESSEE EASTERN
0650	TNM	TENNESSEE MIDDLE
0651	TNW	TENNESSEE WESTERN
0540	T,E	TEXAS EASTERN
0539	TXN	TEXAS NORTHERN
0541	TXS	TEXAS SOUTHERN
0542	TXW	TEXAS WESTERN
1088	UT	UTAH
0210	VT	VERMONT
0391	VI	VIRGIN ISLANDS





0422	VAE	VIRGINIA EASTERN
0423	VAW	VIRGINIA WESTERN
0980	WAE	WASHINGTON EASTERN
0981	WAW	WASHINGTON WESTERN
0424	WVN	WEST VIRGINIA NORTHERN
0425	WVS	WEST VIRGINIA SOUTHERN
0757	WIE	WISCONSIN EASTERN
0758	WIW	WISCONSIN WESTERN
1089	WY	WYOMING

**NOTE:**

**The office code, where used, may be obtained from the EDI CDS09 field, or as part of the case number on the Proof of Claim form - see below. Additional sources are from PACER or from the court itself.**

## Creditor ID

The Creditor ID is an integer assigned by CM/ECF for each creditor added to a case. The creditor/recipient ID may be taken from the EDI data field REF(J1) or, in the paper world, from the Proof of Claim Form (B-10) accompanying the §341 First Meeting of Creditors Notice.

FORM B10 (Official Form 10) (10-07)		PROOF OF CLAIM
<b>UNITED STATES BANKRUPTCY COURT</b> <b>NORTHERN DISTRICT OF ALABAMA</b>		 <small>05-40326</small>  <small>123456</small>
Name of Debtor Raymond L. O'Dell	Case Number 05-40326	
<b>NOTE:</b> This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. §503.		
Name of Creditor (The person or other entity to whom the debtor owes money or property): Recip.Addr1 replacement	<input type="checkbox"/> Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check box if you have never received any notices from the bankruptcy court in this case. <input type="checkbox"/> Check box if the address differs from the address on the envelope sent to you by the court.	
Name and Address where notices should be sent: Recip.Addr1 replacement Recip.Addr2 replacement Recip.Addr3 replacement Recip.Addr4 replacement Recip.Addr5 replacement Recip.Addr6 replacement Telephone Number:		THIS SPACE IS FOR COURT USE ONLY
Last four digits of account or other number by which creditor identifies debtor:		<input type="checkbox"/> Check here if this claim <input type="checkbox"/> replaces <input type="checkbox"/> amends a previously filed claim, dated: _____
<b>1. Basis for Claim</b> <input type="checkbox"/> Goods sold <input type="checkbox"/> Services performed <input type="checkbox"/> Money loaned <input type="checkbox"/> Personal injury/wrongful death <input type="checkbox"/> Taxes <input type="checkbox"/> Other _____		
<input type="checkbox"/> Retiree benefits as defined in 11 U.S.C. §1114(a) <input type="checkbox"/> Wages, salaries, and compensation (fill out below) Last four digits of your SS #: _____ Unpaid compensation for services performed from _____ (date) to _____ (date)		
<b>2. Date debt was incurred:</b>		<b>3. If court judgment, date obtained:</b>
<b>4. Classification of Claim.</b> Check the appropriate box or boxes that best describe your claim and state the amount of the claim at the time case filed. See reverse side for important explanations.		
<b>Unsecured Nonpriority Claim</b> \$ _____ <input type="checkbox"/> Check this box if: a) there is no collateral or lien securing your claim, or b) your claim exceeds the value of the property securing it, or if c) none or only part of your claim is entitled to priority.		<b>Secured Claim</b> <input type="checkbox"/> Check this box if your claim is secured by collateral (including a right of setoff).  Brief Description of Collateral: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other _____  Value of Collateral: \$ _____
<b>Unsecured Priority Claim</b> <input type="checkbox"/> Check this box if you have an unsecured priority claim, all or part of which is entitled to priority.  Amount entitled to priority \$ _____  Specify the priority of the claim: <input type="checkbox"/> Domestic support obligations under 11 U.S.C. §507(a)(1)(A) or (a)(1)(B). <input type="checkbox"/> Wages, salaries, or commissions (up to \$10,000),* earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(4). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. §507(a)(5).		Amount of arrearage and other charges at time case filed included in secured claim, if any: \$ _____  <input type="checkbox"/> Up to \$ 2,225* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7). <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____). <small>*Amounts are subject to adjustment on 4/1/07 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.</small>
<b>5. Total Amount of Claim at Time Case Filed:</b> \$ _____ (unsecured) (secured) (priority) (Total) <input type="checkbox"/> Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.		
<b>6. Credits:</b> The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim. <b>7. Supporting Documents:</b> Attach copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien. DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary. <b>8. Date-Stamped Copy:</b> To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.		THIS SPACE IS FOR COURT USE ONLY
Date	Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any):	

*Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.*